

**RESOLUTION AUTHORIZING REVISIONS TO THE AGREEMENT WITH  
WINSTON-SALEM STATE UNIVERSITY FOR THE  
LEASE OF SPACE IN UNION STATION**

**WHEREAS**, in November 2019, the Mayor and City Council approved an agreement with Winston-Salem State University (WSSU) to lease approximately 8,000 square feet on the second level of Union Station for \$80,000 per year for 10 years; and

**WHEREAS**, WSSU would lease the space for the following activities: passport acceptance agency, print shop/limited postal service, one-stop operation for enrollment management, campus tours, and admissions; and

**WHEREAS**, part of WSSU's plan to provide limited postal service includes their utilization of the ticket booth space on the third level (street level) of Union Station. The original lease agreement did not include this space; and

**WHEREAS**, the ticket booth space measures 270 square feet, and City staff have measured the elevator lobby area on the second floor, which is considered common area, at a total of 273 square feet; and

**WHEREAS**, including the ticket booth space, adjusting for the elevator lobby on the second floor, would maintain the original square footage provided for in the lease agreement, leaving the annual rent of \$80,000 unchanged; and

**WHEREAS**, initial cost estimates totaled \$815,000, well above the City's not-to-exceed commitment of \$300,000; and

**WHEREAS**, City and WSSU staff have reduced the estimated cost of the project through value engineering, decreasing the cost from \$815,000 to \$642,483; and

**WHEREAS**, WSSU has committed to providing \$225,000 toward the upfit of the second level, in addition to providing the furniture and fixtures for the space; and

**WHEREAS**, in order to move this project forward, City staff recommend increasing the City's not-to-exceed amount from \$300,000 to \$450,000 for a total estimated project cost of \$675,000, when the WSSU's contribution is included; and

**WHEREAS**, all other provisions in the original lease agreement remain unchanged.

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and City Council of the City of Winston-Salem, upon the recommendation of the Finance Committee, hereby authorize revisions to the agreement with Winston-Salem State University to lease a total of approximately 8,000 square feet of space on the second and third levels of Union Station for \$80,000 per year for ten years, under the provisions of and in accordance with N.C.G.S. 160A-274.

**BE IT FURTHER RESOLVED**, that the City's not-to-exceed contribution is increased from \$300,000 to \$450,000 for a total estimated project cost of \$675,000, when the WSSU's contribution of \$225,000 is included.

**BE IT FURTHER RESOLVED**, that all other provisions in the original lease agreement remain unchanged.

**BE IT FURTHER RESOLVED**, that the City Manager and City Clerk hereby are authorized to execute the agreement on behalf of the City, with the City Attorney's approval as to form and legality.